

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Transfers and Promotions

EFFECTIVE DATE: July 1, 2000

It is the policy of Southwest Tennessee Community College to provide equal opportunity in employment to all present full-time, part-time, temporary, and prospective employees regardless of race, color, national origin, religion, sex, age, physical disability, or veteran status. It is also the policy to employ the most qualified applicant available. Further it is the policy to transfer and promote qualified employees already employed at Southwest Tennessee Community College.

In carrying out the above, it is the intent of STCC to fully comply with Titles VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, as amended, the Equal Pay Act of 1975, the Pregnancy Discrimination Act, applicable state statutes, Tennessee Board of Regents Policy, and all regulations promulgated pursuant thereto.

Only the President of the institution has the authority to transfer and promote personnel.

All promotions and transfers must be approved by the President and reviewed and certified by the Affirmative Action Officer in compliance with TBR Policy 5:01:00:00.

Employees may apply for a transfer by contacting the Director of Human Resources. Transfer applicants must meet the minimum requirements of the requested position to be eligible for referral. The goals of the Affirmative Action Plan and the Geier employment objectives must take priority in consideration of any such action. In addition, a current application may be required for the employee to be considered for the position.

Source of Policy: Transition Team VII
Human Resources

Related Policy: N/A

Approved: President

**Responsible Vice President for Business,
Administrator:** Finance & Info Systems

TBR Policy Reference: 5:01:00:00

TBR Guideline Reference: N/A

Date: July 1, 2000

The purpose of this policy is to ensure compliance with and to standardize the methods used to transfer and promote employees at STCC.

Internal Transfer/Promotion

When a vacancy occurs, current full-time, part-time, and temporary employees will be given first consideration. The procedure is as follows:

1. Transfer or promotion is appropriate when there exists a bona fide need to fill or create a particular position and said position can be best filled by a current employee. Candidates for promotion must meet the minimum qualifications for the target position. A promotion may result in a pay increase.
2. Candidates for transfer must occupy a position at the same salary or skill level as the target position. A transfer may not result in an increase in salary.
3. Transfer and promotions are available to all regular, and temporary employees.
4. The Director of Human Resources shall have the responsibility for implementation of the process for transfer and promotions.
5. Transfer or promotion will be appropriate in the following instances:
 - a. where a position has been vacated
 - b. where a new position is created and properly approved
 - c. where, as the result of a reorganization, the duties performed by an incumbent are more appropriate for another department
6. All promotion/transfer request will be forwarded from the immediate supervisor, to the Director of Human Resources and the Affirmative Action Officer for review and formal recommendation to the President.
7. Promotion/transfer shall not be communicated prior to approval by the President.
8. After approval by the President, Promotion/transfer decisions will be forwarded from the Director of Human Resources to the responsible supervisor through the appropriate chain of command.

Definitions

Promotion - A promotion is defined as an increase in position or rank brought about by means of assuming the duties of a vacant position of higher classification, or assuming duties which warrant a reclassification of present position to one at a higher skill level.

Demotion - A demotion is defined as a decrease in position or rank brought about by means of assuming the duties of a vacant position or lower classification, the realignment of duties presently performed which warrant a reclassification of present position to one at a lower level, or the assignment of a position at a lower classification subsequent to the disciplinary procedure or disqualification from present duties as a result of mental or physical incapacity to perform the required work.

Lateral transfer - The assumption of duties of another position at the same level.